

BUFFALO FISCAL STABILITY AUTHORITY
Governance Committee Meeting Minutes
July 12, 2018

The following are the minutes from the meeting of the Governance Committee (the “Committee”) of the Buffalo Fiscal Stability Authority (the “BFSA” or the “Authority”) held on Thursday, July 12, 2018, in the first-floor conference room of the Market Arcade Complex. The meeting was called to order at 12:36 PM.

Committee Members Present

Chair R. Nils Olsen, Jr.
Interim Vice-Chair Jeanette T. Jurasek
Secretary George K. Arthur

Committee Member Excused

None

Additional Directors Present

Director Frederick G. Floss

Staff Present

Executive Director Jeanette M. Robe
Principal Analyst/Media Contact Bryce E. Link
Senior Analyst II/ Manager of Technology Nathan D. Miller
Administrative Assistant Nikita M. Fortune

Additionally Present

None

Opening Remarks

Committee Chair Olsen called the meeting to order. The agenda included:

- A review of the various BFSA policies and a consideration to recommend the approval of the policies to the full Board;
- A review of the various BFSA reports and a consideration to recommend the approval of the reports to the full Board;
- A review of the annual Board self-evaluation form and request submission to the Directors for completion which ultimately will be filed with the New York State Authorities Budget Office (“NYSABO”).

Committee Chair Olsen called a roll of the Committee members. A quorum was present. The meeting commenced.

Approval of Minutes

Committee Chair Olsen introduced Committee Resolution No. 18-01: “Approving Minutes and Resolution from December 6, 2017.”

Secretary Arthur offered a motion to approve Committee Resolution No. 18-01.

Chair Olsen seconded the motion.

Committee voted 3 to 0 to approve.

Policies Review

Chair Olsen advanced the agenda to review various policies and reports to be presented by Executive Director Robe.

Ms. Robe briefly reviewed the various policies and reports. She noted that the compensation threshold for an employee to be considered to hold a policy-making position at the BFSa had been increased by the State and modified within the BFSa Code of Ethics. Minor changes were proposed to several other policies including the proposed Property Disposal Guidelines, the Whistleblower Policy, and the Lobbying Contact Policy. Senior Analyst II Nathan Miller contacted the NYSABO and requested a review of BFSa’s existing Procurement Guidelines. The NYSABO reviewed the document and confirmed that the guidelines were fully compliant with its policy guidance and applicable New York State laws.

Secretary Arthur made a motion to take the policies and reports collectively for approval.

Interim Vice-Chair Jurasek seconded the motion.

The committee voted 3-0 to review and approve of the policies and reports collectively.

Chair Olsen noted that the BFSa Lobbying Policy does not preclude Directors from speaking with policymakers regarding matters under the purview of the Authority.

Ms. Robe stated the annual Board of Directors self-evaluation as approved by the NYSABO has been provided and should be sent back to the BFSa office in the self-addressed stamped envelope in their respective Board book. The results will be discussed at the September Governance Committee meeting before the documents are sent to Albany.

Secretary Arthur made a motion to approve the distribution of the Board self-evaluation forms.

Interim Vice-Chair Jurasek seconded the motion.

The Committee voted 3-0 to approve the motion.

Adjournment

Chair Olsen noted there was no new business to discuss.

Secretary Arthur motioned for adjournment.

Chair Olsen seconded the motion.

The Committee voted 3-0 to adjourn.

The Committee adjourned at 12:49 PM.